INSTRUCTIONS USING YOUR WORD PROCESSING SOFTWARE:

1. CREATE A CUSTOM LABELS TEMPLATE:
   - Select **Tools** from your Toolbar
   - From the drop down window select **Envelopes & Labels**
   - On the **Labels Tab**;
   - Click the **Options** button
   - In the box labeled Label Products: Choose "Other"
   - Click on the **New Label** button

2. SETTINGS:
   - In the box labeled **Label Name**: Enter a name for your New Labels (i.e. Our Product #LTR-0813)
   - **Top Margin**: 1.38"
   - **Side Margin**: 1.25"
   - **Label Height**: 0.69"
   - **Vertical Pitch**: 0.69"
   - **Label Width**: 3"
   - **Horizontal Pitch**: 3"
   - **Number Across**: 2
   - **Number Down**: 12
   - **Set Page Size**: Letter, 8-1/2" x 11"
   - **CLICK OK**

You now have a custom template saved for your "New" Quantum Inserts. You can create a full page of the same label, single labels, or mail merges. To use this template at another time; Click on **Tools**, **Envelopes & Labels**, Label Products: Select "Other" then click on the Product # (This is the Label Name you just created i.e. LTR-0813).

Note: Labels to be inserted into Holder with the beaded side at the top to ensure proper fit when installed.